



EMPLOYEE HANDBOOK

In accordance with the Louisiana Community and Technical College System ([LCTCS Code of Conduct](#)) policy, Delgado employees are responsible for adhering to all College and System policies and procedures in any form. Formal College and System policies and procedures are on the [Delgado Policies](#) webpage and the [LCTCS Policies](#) webpage.

Delgado employees must also adhere to the guidelines and rules of all regulating agencies or entities having jurisdiction over College and System activities, as well as all federal, state, and municipal laws and ordinances. As a convenience to employees, pertinent College policies are provided as follows:

[Section 1: Human Relations at the College](#)

Promoting Positive Human Relations
Equal Access Equal Opportunity Policy

[Section 2: Employment Standards](#)

Performance Standards
Attendance
Punctuality
Time and Attendance Records
Care
Standards of Reporting to Work and Appearance
Standards of Conduct

[Section 3: Employee Categories and Benefits](#)

Insurance Benefits Leave
Leave Guidelines and Policy
Employee Tuition Exemption/Reduction Program
Retirement Benefits

[Section 4: Payroll Information](#)

Payroll Schedule
Payroll Frequency
Salary-Deferred Payback
Withholding Taxes
FICA
Retirement Contributions

Section 5: Professional Development

Recognition of Academic and Professional Development
 Professional Leave and Travel
 College-Sponsored Workshops, Seminars, and Training

Section 6: Performance Evaluation

Performance Evaluation of Unclassified Staff
 Performance Evaluation of Faculty
 Performance Evaluation of Classified Staff

Section 7: Changes in Employment Status

Faculty Mobility
 Unclassified Staff Mobility
 Classified Staff Mobility
 Suspension/ Termination
 Staff Reduction/ Financial Exigency

Section 8: Resolving Conflicts in the Workplace

Grievance Procedures
 Discrimination
 Campus Sexual Misconduct (See [Title IX.](#))
 Title IX
 Persons with Disabilities
 Violence in the Workplace

Section 9: Adherence to College and System Policies

Adherence to College and System Policies
 Employment Outside the College Setting
 Drug-Free College (Alcohol and Drug Prevention Program)
 Social Media/ External Public Relations
 Tobacco-Free College
 Weapons on Campus
 Safety
 Information Technology Security (Proper Usage of Technology Resources, Internet and Email)
 Hazardous Material
 Emergency Planning, Response and Recovery
 Parking and Driving Regulations
 Use of Buildings, Equipment and Supplies
 Reporting Unclean or Unsafe Conditions
 Lost or Stolen Property
 Relocation of Property College Functions
 Driver Safety Program/Use of College Vehicles

For information on other College policies, employees should contact their supervisor or go to the [Delgado Policies Webpage.](#)